

HOW TO ACCEPT AND SIGN FOR A SHIPMENT

This table shows how a receiving clerk should inspect, accept and sign for a shipment.

STEP	ACTION												
1	INSPECT EXTERNAL APPEARANCE OF SHIPMENT FOR DAMAGE.												
2	NOTE DAMAGE ON ALL COPIES OF CARRIER'S FREIGHT BILL AND HAVE DRIVER INITIAL EXCEPTIONS NOTE: IF DRIVER REFUSES TO INITIAL EXCEPTIONS, INDICATE THAT ON THE FREIGHT BILL.												
3	CHECK FOR SHIPMENT SEAL, USING THE FOLLOWING TABLE:												
	<table> <tr> <td>TYPE OF SHIPMENT:</td><td>SEAL REQUIRED?</td></tr> <tr> <td>• SEA SHIPMENT</td><td>YES</td></tr> <tr> <td>• AID SHIPMENT</td><td></td></tr> <tr> <td>• LOCAL SHIPMENT</td><td></td></tr> <tr> <td>• DEALER RETURN</td><td></td></tr> <tr> <td>• OBSOLESCENCE RETURN</td><td>NO</td></tr> </table>	TYPE OF SHIPMENT:	SEAL REQUIRED?	• SEA SHIPMENT	YES	• AID SHIPMENT		• LOCAL SHIPMENT		• DEALER RETURN		• OBSOLESCENCE RETURN	NO
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4	IS A REQUIRED SHIPMENT SEAL MISSING? IF NO, GO ON TO STEP 5. IF YES, NOTE IT ON THE FREIGHT BILL, AND THEN GO ON TO STEP 5.												
5	OPEN CONTAINER DOORS INSPECT INSIDE CONTAINER FOR APPARENT DAMAGE. EXAMPLES: WATER DAMAGE; CONTAINER AND LOAD SHIFTING.												
6	NOTE ANY APPARENT DAMAGE ON FREIGHT BILL IN CARRIER'S PRESENCE.												
7	IS THE PIECE COUNT CORRECT? • IF YES, SIGN THE FREIGHT BILL. • IF NO, ADJUST THE FREIGHT BILL AND SIGN.												